Illinois Department of Transportation

Memorandum

To:	DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From:	Dianna L. Taylor Bureau Chief of Personnel Management
Subject:	Technical Vacancy
Date:	January 5, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 6, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m. on Friday, January 20, 2017**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM III   Internet/Intranet Support Specialist
Bureau of Information Processing
Office of Finance & Administration
Springfield

Attachments
41290

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by Friday, January 20, 2017, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

Illinois Department of Transportation

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Position Summary Sheet

Classification:	**Technical Manager III (3 positions)**	**Salary**	**$4,670 - $6,483***
Position Title:	**Internet/Intranet Support Specialist**	**Union Position:**	☒ **Yes** ☐ **No**
Position Number:	**PW413-23-40-205-30-02**	**IPR#:**	**41290**

Office/Central Bureau/District/Work Address:

Office of Finance & Administration/Bureau of Information Processing/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for developing and enhancing Internet/Intranet-based applications and providing technical assistance and training to the users of highly complex Internet/Intranet-based data processing systems throughout the department.

Special Qualifications:

Required:
- Valid driver's license
- Limited travel for meetings and/or training classes

Desired:
- Knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in computer science or other IT related field
- Four years' experience in Programming C#, MVC, .NET
- Strong MS Platform knowledge and skills including MS SharePoint
- Strong experience with HTML, CSS, JavaScript, and JavaScript frameworks
- Proficiency with Microsoft Office Suite and SharePoint
- Excellent knowledge of programming/systems analysis, as well as quality assurance, prototyping, construction, integration and migration functions, full lifecycle experience in architecting large scale applications
- Knowledge and experience in developing, customizing and implementing software solutions

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION

DATE:	July 8, 2016	**POSITION:**	Internet/Intranet Support Specialist
APPROVED BY:	*Dan Wilcox*	**OFFICE/DIVISION:**	Office of Finance/Administration Bureau of Information Processing
CODE:	PW413-23-40-205-30-02	**REPORTS TO:**	Distributed Systems Manager

Position Purpose

This position is accountable for developing and enhancing Internet/Intranet-based applications and providing technical assistance and training to the users of highly complex Internet/Intranet-based data processing systems throughout the Department.

Dimensions

IDOT Website pages supported:	500
IDOT Web Pages updated monthly:	320
New IDOT Web Pages monthly:	6
Intranet-based applications supported:	6
Intranet-based databases supported:	2
Content items updated daily:	6
Content items investigated monthly:	10
Intranet-based applications investigated for development monthly:	4
New content items investigated monthly:	10

Nature and Scope

This position reports to the Distributed Systems Manager and is usually assigned as a member of a project team. This position may work independently on smaller projects.

Under the supervision of the Distributed Systems Manager, this position is accountable for evaluating the effects of changes requested to meet Department needs and standards and testing implemented changes on existing Internet/Intranet-based systems. This position also assists in specifying, designing and implementing new computerized Internet/Intranet-based applications to increase the effectiveness of the Department's project management assets.

The greatest challenge of this position is to design, develop and implement computerized Internet/Intranet systems that maximize the Department's utilization of resources to assure timely and effective completion of departmental objectives. To meet this challenge the incumbent must combine the complex and dynamic requirements of the Department with state-of-the-art technology and computer systems. Typical problems of this position relate to the incumbent's ability to effectively apply practical operational experience to the department of computerized solutions in response to computer users' needs.

This position applies new technologies and develops applications to meet the needs of the Department's computing community. The incumbent is also responsible for the integration of those technologies and applications with the Department's exiting resources. This position works with designated end users to develop procedures and documentation to optimize the usage of new technologies and applications. The incumbent resolves problems encountered by the end users.

The incumbent is accountable for participating in the analysis, testing and documenting of the necessary systems maintenance changes to Internet/Intranet-based systems. S/He provides procedural assistance and training to the user of Internet/Intranet-based systems to ensure operational efficiency. On development projects, the incumbent works closely with other members of the Distributed Systems Unit and with users to analyze, design and implement Internet/Intranet-based systems. The incumbent may be assigned to work independently on smaller projects.

Under the supervision of the Distributed Systems Manager, this position has the freedom to act and resolve user problems. Only when the action affects the Unit's or users' budget or rime constraints or affected user standards or procedures must he matter be referred to a superior for resolution. S/He is constrained by departmental regulations.

This position has frequent contacts with other areas of the Department for the purpose of analyzing user needs and requests for maintenance of Internet/Intranet-based systems. Contacts outside the department would be with computer support and technical specialists from other state, local or federal agencies with similar functions or with vendors of Internet/Intranet-based application products and services. Limited travel is required to attend meetings and/or training classes.

The effectiveness of this position is measured by the continued operational effectiveness of existing Internet/Intranet-based systems and the providing of cost effective usage to optimize the Department's project management capabilities through new computer system usage.

Principal Accountabilities

1. Develops new Internet/Intranet-based software applications.

2. Enhances exiting Internet/Intranet-based applications.

3. Provides operational assistance in response to Internet/Intranet-based system malfunctions report received from user throughout the Department.

4. Trains the user of Internet/Intranet-based systems.

5. Participates in the analysis of requests of new Internet/Intranet-based tools and aids in the determination of the validity of a computer solution.

6. Tests and provides information for new programs and applications for Internet/Intranet-based systems.

7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.

8. Performs other duties as assigned.